

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR-0096

**ISSUE DATE:** May 10, 2013

**TITLE:** Secretarial Assistant 1, Non-Stenographic

**CLOSING DATE:** May 24, 2013

**DIVISION/UNIT:** Government Records Council

**LOCATION:** 101 South Broad Street  
Trenton, New Jersey

**SALARY RANGE:** A20: \$47,936.78 - \$67,786.19

**POSITION(S):** 1

**DISTRIBUTION:** STATEWIDE

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**DESCRIPTION OF MAJOR DUTIES:**

This position will serve as secretary to the Executive Director of the Government Records Council. Duties include maintaining databases, reviewing, organizing, and processing *Denial of Access* complaints, preparing and distributing meeting information packets, disseminating Council decisions, organizing/coordinating assigned administrative clerical work related to personnel, fiscal affairs, records and archives management, or other areas; performs related duties as required.

**EXPERIENCE:**

Five (5) years of experience in secretarial and administrative clerical work.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility is necessary to perform essential duties of the position.

**License/Certifications/Transcripts:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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- ☐ A promotable eligible exist within the unit scope.
  - ☒ A promotional or open competitive list exists.
  - ☐ Depending upon the qualifications of applicants, appointment may be made at a lower level.
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**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR# 0096  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**Interviews will be granted on the basis of the resume.**

**NOTE:** In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

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**The New Jersey Department of Community Affairs is an Equal Opportunity Employer**